

## **CHAPTER 3**

### **CERTIFYING OFFICER'S ASSESSMENT**

3-1. **RESPONSIBILITIES**: The certification of time and attendance (T&A) is an authorization for the expenditure of government funds. Each employee's T&A report shall be certified correct by an authorized officer. The individual should be designated by the activity managers/supervisors/commanders, and the delegation of authority letter should be published and submitted to the servicing payroll office. This individual can prepare T&A reports for KN employees, and/or may assign the timekeeping task to a timekeeper who has positive knowledge as to the employee's presence and absence. Assignment of these duties to a timekeeper does not relieve the certifying officer of the responsibility for timely and accurate reporting of the time and attendance data in accordance with existing regulations and policies/procedures. The individuals performing the certifying officer's function are responsible for:

- a. Obtaining and installing the Certifying officer's module of the KN Pay Time and Attendance Module (KTAM) through their servicing IMO, or from 175<sup>th</sup> FMC's homepage.
- b. Utilizing the module for reviewing, printing, maintaining, and transmitting the completed T&A data to KN Payroll Office for payroll computation.
- c. Providing an ID number of the certifying officer to timekeeper(s) who will be preparing the T&A reports.
- d. Ensuring that all T&A data imported from timekeeper has been properly prepared accurately IAW the policies and procedures provided in Chapter 5 and appendix A and B thereto.
- e. Ensuring that all timekeepers are well trained for recording of time and attendance data accurately in accordance with existing regulations and policies/procedures. If any special training is required by the proponent of this operating procedure, it is recommended to coordinate with the action officer for scheduling and location of the training.
- f. Ensuring that all entries (i.e., type of leave and/or overtime/holiday work, etc.) are supported by approved documents.
- g. Ensuring that, in cases where there is a change in the timekeeper and/or the certifying officer, with reasons (i.e., absence, TDY, PCS, etc.), all involved persons are fully coordinated to setup the module as required, prior to processing the given month's payroll data.
- h. Maintaining the T&A reports along with the supporting documents in accordance with paragraph 1-7, Chapter 1, if this responsibility is performed by the certifying officer.
- i. Ensuring that, prior to DEROS of either the certifying and/or the approving officials, the delegation of authority letter is to be updated.

3-2. **OUTLINE OF THE CERTIFYING OFFICER'S MODULE**: The certifying officer's module is designed for certifying officers to import, review/verify, certify, print, and transmit the T&A data to the servicing payroll office for payroll computation. This module also can backup and/or restore those data as necessary. For the following month's process, it requires to clear the current T&A data which will setup the input screen for the following month. The following paragraphs provide detail instructions on how to operate the module.

3-3. **ACCEPTANCE OF RESPONSIBILITY STATEMENT:** Upon execution of the module, the certifying officer banner will appear to include the certifying and approving official's DEROS. The certifying officer should read, understand, and accept the responsibilities, and then it will lead to a main menu to begin processing. The banner states as follows:

*Termination of Authority Date*

*Certifying officer (Name) (DEROS)*

*Approving official (Name) (DEROS)*

*"I have been designated as a certifying officer to certify/sign time and attendance (TA) reports for Korean National (KN) civilians employed with this organization. I understand that the certification of TA reports is an authorization of the expenditure of government funds. I have read and understand policies and procedures for preparation of time and attendance (TA) reports for KN employees. Also, I understand and accept my responsibilities to ensure that TA reports are prepared to be true, correct, and accurate in accordance with existing regulations and policies/procedures".*

Note: The upper left hand side of the banner shows dates for certifying and approving officer's DEROS. This is a warning statement which notifies the activity to reaccomplish it's delegation of authority with updated DEROS dates.

3-4. **MAIN MENU:** To begin, the certifying officer clicks on "File" for it's sub-menu. The main menu will show as illustrated below:

Remote T&A Input System (Certifier) v1.1 – MainMenu			
File	Clear_T&A_Date	Exit	

3-5. **SUB-MENU:** The sub-menu will show as illustrated below, and see the following paragraphs for instructions.

Remote T&A Input System (Certifier) v1.1 - MainMenu		
File	Clear_T&A_Date	Exit
Setup Certifier's Information		
Import T&A Data		
Verify Certifier and Employee		
Review T&A Data		
Send T&A Data to KNPAY Div.		
Backup T&A Data		
Restore the Backup Data		
View Timekeeper's Information		
Exit		

3-6. **SEPUP CERTIFIER'S INFORMATION:** This screen is to setup basic information for a certifying officer who is performing his/her functions (i.e., import, verify, certify, transmit, etc.) for the current month. On the block for "Certifier number", enter the 6 digits of payroll account number (if the certifying officer is a KN employee), or the last 4 digits of Social Security Number (SSN) (if the certifying officer is a US Citizen). Please note that the certifying officer number for US Citizen, KTAM creates this number in the

format of the last 4 of SSN and 5 alpha characters of the certifying officer's name. Name should be entered in the order of "Last, First, and middle name. Warning: The certifying officer's number must be the same as indicated in the delegation of authority letter submitted to the servicing payroll office. If the number does not match with the database registered in the payroll system, then, the T&A data cannot be transmitted. Enter other information (i.e., job title, office name, telephone, location, building, and e-mail address) as necessary. Note: Click "change" button to change any entries, click "Save" button to save the changed entries, and click "Exit" button to exit from the screen.

**3-7. IMPORT T&A DATA:** This screen is to import the completed T&A data which was sent by timekeeper for the current month. Upon clicking the "Execute" button, the T&A data will be imported. After clicking the "Execute" button, the screen will show a message "Import Succeeded" which means that the T&A data has been successfully imported from the timekeeper.

**3-8. VERIFY CERTIFIER AND EMPLOYEE:**

a. This screen is to verify certifying officer and employees to see if any employee is not matched with the master record/database maintained in the KNPS. It provides "print" option for the certifying officer to print a list of employees which will show the listed employee's status: i.e., showing "OK" for an employee who is matched with the master record and "Error" for an employee who is not matched with the master record. For this error coded employee, there is an annotation as "Does not exist on the KNPAY System". See a sample of the list of employees containing the error coded employee at figure 3-1.

b. If there is any "Error" coded employees, all T&A data will not be transmitted to payroll office. Therefore, the certifying officer and/or timekeeper should check with KN Pay Division to solve the error condition. Possible instances are, but not limited to, a newly assigned employee and/or transferred employee whose master record has not yet been established by the payroll office due to late delivery of the employee's personnel action; an employee whose payroll account number (6 digits) and/or payroll number (3 digits) creating the mismatch.

**3-9. REVIEW T&A DATA:** This screen is to review and print T&A reports.

a. Review.

(1) It will show daily entries from the first day to the last day of the given month, along with the totals for the period per employee, and requires the certifying officer's review action. Once all data has been reviewed and determined to be correct, certifying officer must put a check mark on the box for "review". Upon checking this box, "R" will appear on the first column for the employee listed and highlighted. See Figure 3-2. The T&A data for the "R" coded employees will be forwarded to payroll office upon clicking "Send" button, and the T&A reported for the "R" coded employees will be printed upon clicking "Print" button. If a certifying officer handles the function for T&A data being imported from multiple timekeepers, care should be given to make sure that all T&A data has been imported from all timekeepers involved.

(2) If any error is found, then the certifying officer can correct the error data using "Change" button, or have the timekeeper correct as necessary. In case where the error needs to be corrected by the timekeeper, the certifying officer should inform the servicing timekeeper of the erroneous data for those employees without "R" code, so that the timekeeper corrects the erroneous data for those specified employees, and retransmits the corrected T&A reports to the certifying officer. This retransmission overrides all previous transmissions.

b. Print. Hard copies of Korean Employee Time Sheets are required for signature and retention as prescribed in Chapter 1. The certifying officer will print all time sheets, sign, and provide the hard-copy to a designated person for retention. The Korean Employee Time Sheets will be produced to accommodate

a maximum number of 4 employees per single sheet. See Figure 3-3. The screen provides printing options. It will not produce the time sheet for those employees that have not been reviewed or checked off by certifying officer.

3-10. **SEND T&A DATA to KN PAY DIVISION**: This screen is to send the completed T&A data to the servicing payroll office. Please remember that an entire T&A data will not be sent if there is any error coded employee and/or any employee who's T&A data has not been R coded. Certifying officer must coordinate the corrections of all errors with either the timekeeper and/or KN Pay Division to resolve these issues prior to transmitting the T&A data to KNPS. Upon clicking the "Send" button, the T&A data will be sent to the payroll office. After clicking the "Send" button, the screen will show the current pay period and the status (as Enabled) of upload with the message as "Upload all T&A Data Succeeded" which means that the T&A data has been successfully sent to the payroll office. If the current pay period does not match with the period for the servicing payroll office, the upload status will show as "Disabled", which means that the payroll office has not allowed the certifying officer to transmit payroll data. The payroll office will allow activities to submit T&A data from two workdays before the end of the pay period to the second workday after the end of the pay period. As an example, the May 07 payroll T&A data can be sent during the period from 0800 hours of 30 May 07 to 1700 hours of the 4 June 07. See figures 3-4.

3-11. **BACKUP T&A DATA**: This screen is to backup the current month T&A data. It is recommended that this task be accomplished after the reviewed T&A data has been successfully sent to the payroll office. The backup data can be restored, if needed, as explained in the next paragraph. Upon clicking the "Backup" button, the T&A data will be stored in the system. After clicking the "Backup" button, the screen will show it's status of progress by filling black dots on the spaces provided in the rectangular box, and once it is done, a message "Backup Succeeded" appears, which means that the T&A data has been successfully stored.

3-12. **RESTORE THE BACKUP DATA**: This screen is to restore a desired month's T&A data. The screen will show a list of T&A data (example: YYYYMM representing year and month) for those months which have been previously stored. Select the desired one, and click the "Restore" button. After clicking the "Restore" button, the screen will show it's status of progress by filling black dots on the spaces provided in the rectangular box, and once it is done, a message "Restore Succeeded" appears, which means that the T&A data has been successfully restored.

3-13. **VIEW TIMEKEEPER'S INFORMATION**: This screen is to view timekeeper's information. The certifying officer will be able to see a list of timekeepers assigned.

3-14. **CLEAR T&A DATA**: This screen is to clear the current month T&A data and to be ready for importing T&A data for the following month. The menu "Clear\_T&A-Data" in the main menu bar has a sub-menu "Clear T&A Data for Next Month". Click this sub-menu to perform it's function as cited above. A warning statement will appear saying "Backup current Year/Month, before execute this job". Please make sure that the current data has been backed-up prior to executing this job. Otherwise, the current date will be lost. Press the "Execute" button, and then it will show a screen with a message as "Clear T&A Data Succeeded" which means that all databases have been successfully setup for the following month. This will reset the year and month for those areas in the basic information of the timekeeper and T&A data screens.

3-15. **ALTERNATE CERTIFYING OFFICER**: In the event an alternate certifying officer must perform certifying functions, the primary certifying officer will ensure the following:

- a. A delegation of authority letter for an alternate is submitted to the payroll office.
- b. The alternate has setup the module on his/her PC.

c. The timekeeper has been informed of the change (i.e., who and his/her ID), so that the timekeeper changes his/her certifying officer's information as changed, and perform his/her normal process.

d. Upon the primary certifying officer's return, the servicing timekeeper is informed of his/her return so that the timekeeper makes the changes as necessary.

## Standard Operating Procedures for KTAM

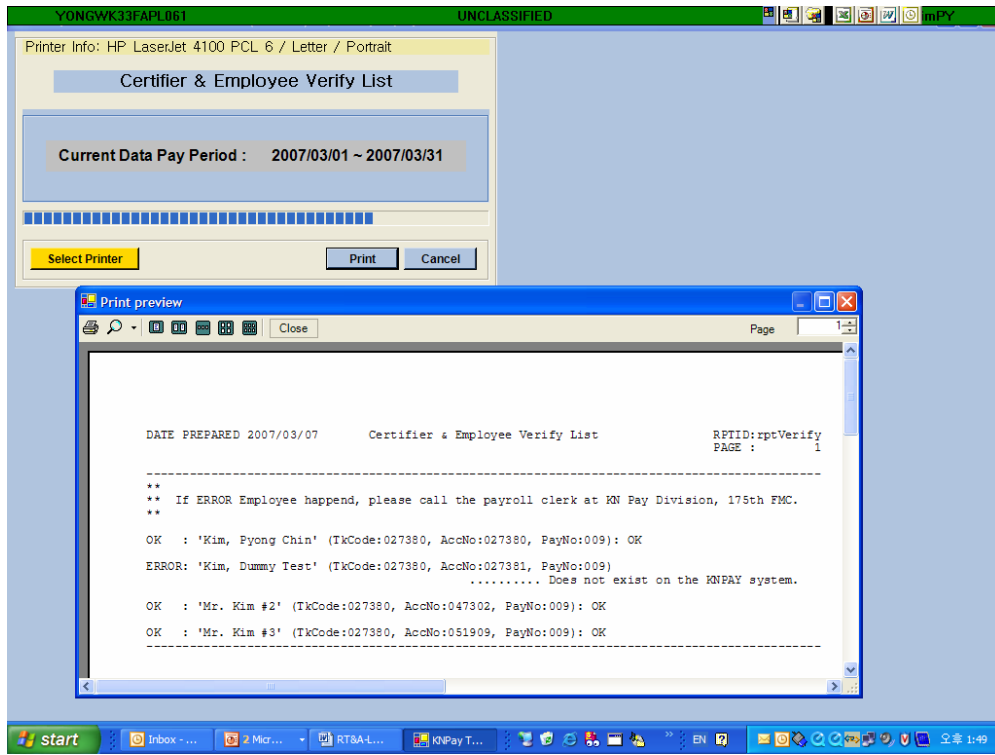


Figure 3-1 Sample of the list of employees for verification.

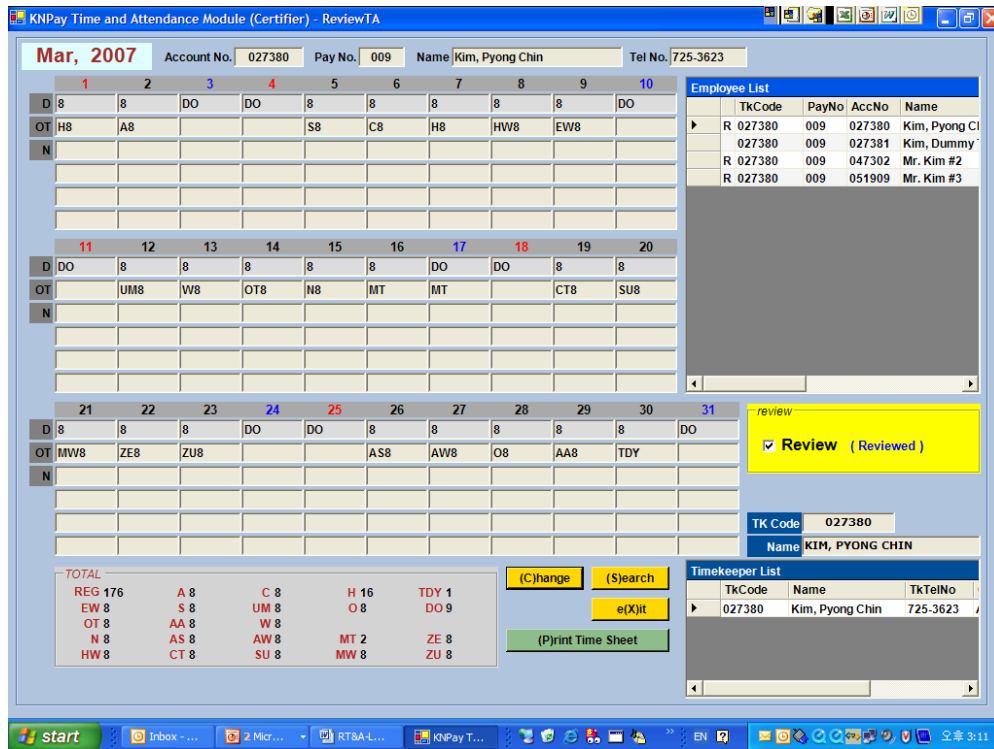


Figure 3-2 Review T&A Data.

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Print preview

KOREAN EMPLOYEE TIME SHEET

PAY PERIOD: 2007/05/01-2007/05/11

PAYNO:009 ADM0027280 WTD, HYUNG CHUN  
 OF ACCOUNTING POLICY DIVISION, STEEN EYANG

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
01	05	00	00	05	05	05	05	00	00	00	05	05	05	05	05
02	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
03	00	00	00	05	05	05	05	00	00	00	05	05	05	05	00

PAYNO:176 ADM0027280 WTD, HYUNG CHUN  
 OF ACCOUNTING POLICY DIVISION, STEEN EYANG

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
01	05	00	00	05	05	05	05	00	00	00	05	05	05	05	05
02	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
03	00	00	00	05	05	05	05	00	00	00	05	05	05	05	00

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